

ERIC YEOJ H. SORIANO

7 Mars St. Camella Homes 2D Salinas II Bacoor City, Cavite

Cellphone number: 09387-171-963

Email address: yeojsoriano718@gmail.com

POSITION DESIRE: Any available position that will fit my skills and capabilities.

OBJECTIVE: To be part of a company, where I can fully use my knowledge and skills in order to be productive and hopefully to be part of its continuous success.

PERSONAL SKILLS AND QUALITIES;

- **Excellent written communication skills**
- **Ability to explain detailed instructions articulately and quickly**
- **Ability to multi-task effectively**
- **Capable of acquiring selling experiences and knowledge, adaptable, multidisciplinary, punctual and flexible**
- **Ability to adapt quickly in softwares and applications**
- **Have an average typing speed of 45-50 words per minute**

PERSONAL VITAE

Age	: 19 years old
Birthday	: December 01, 2001
Birthplace	: City of Dasmariñas
Height	: 5,2''
Weight	: 50. Kg
Nationality	: Filipino
Religion	: Roman Catholic
Civil Status	: Single

EDUCATIONAL BACKGROUND:

Tertiary/College

School : Cavite State University (Imus Campus)

Imus City, Cavite

Course : Bachelor of Science in Information Technology

Inclusive Date : S.Y 2020-2021

Secondary/ Highschool

Senior High School : Asian Caregiving Technology and Education Center

Bacoor City, Cavite

Inclusive Date : S.Y 2019-2020

Junior High School : General Emilio Aguinaldo National High School

Imus City, Cavite

Inclusive Date : S.Y 2017-2018

Elementary

School : Imus Pilot Elementary School

Imus City, Cavite

Inclusive Date : S.Y 2013-2014

WORK EXPERIENCE:

Employer : Philippine Postal Corporation

Bacoor City, Cavite

Position: : Encoder/Office Apprentice

Inclusive Date : September – November 2019

CHARACTER REFERENCE

Name : Elys De Ocampo

Occupation : Office Staff

Address : Asian Caregiving Technology and Education Center
Imus City, Cavite

Contact Number : 0935-515-9165

Name : Beth De Leon

Occupation : Office Staff

Address : Philippine Postal Corporation
Bacoor city, Cavite

Contact Number : 0927-486-6439